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Secretariat

ST/IC/1995/60
1 September 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: AIR QUALITY INSPECTION OF THE HEADQUARTERS BUILDINGS

1. The purpose of the present circular is to inform members of the staff that air quality inspections at the Headquarters complex are scheduled for 11-15 September 1995. The work will be performed during normal office hours according to the following schedule:

Secretariat Building	11-12 September
Conference Building	13 September
General Assembly Building	14 September
Library Building	15 September
Park Avenue Annex	11 September
DC-1 Building	12 September
DC-2 Building	13 September
UNITAR Building	14 September

2. For further information, please contact the Buildings Management Service at extension 3-7536.

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ST/IC/1995/61
12 September 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1995

Introduction

1. The observance of Staff Day on Friday, 15 September 1995, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity, before the work of the General Assembly, not only to relax and enjoy themselves, but also to reaffirm the esteem they hold for one another and the work they perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent possible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours.

Schedule of activities during the Day

3. The following is a general schedule of events. A complete Staff Day Programme giving full details will be issued by the Staff Union.

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4. The Day's activities will start at 9 a.m. sharp, when the New York City Fire Department's Emerald Society Pipes and Drums and the State University of New York (SUNY) Maritime College Merchant Marine Marching Band and Honor Guard will parade along First Avenue from 42nd Street to 45th Street. First Avenue will be partially closed for this event. There will be a ceremony honouring all those who have given their lives in the service of the United Nations. Statements will be made by the Under-Secretary-General for Administration and Management, the Under-Secretary-General for Public Affairs, the Assistant Secretary-General for Human Resources Management and the President of the Staff Committee. Two guest speakers connected with the original signing of the Charter of the United Nations 50 years ago have been invited to address the staff.

5. A number of other special activities are planned for the Day as follows:

(a) Statements by the Secretary-General and the President of the Staff Committee will be presented in the General Assembly Hall at 10.30 a.m. Light entertainment will be provided by the Tarumi Violinists and dancers from Myanmar;

(b) The premiere of the film, Angus, on its opening day, will be shown in the General Assembly Hall at 11 a.m., courtesy of New Line Cinema. The film stars Kathy Bates and George C. Scott;

(c) An international mini-jazz festival will take place in the Dag Hammarskjöld Library Auditorium at 12.30 p.m., featuring the Roy Meriwether Trio and the Louis Hayes/Valery Ponomarev International Jazz Quintet;

(d) A staff talent/international concert, featuring the Joffrey Ballet and internationally acclaimed pianist Zenaida Manfugas and performances by the multi-talented staff of the United Nations, will take place at 2.30 p.m. in the General Assembly Hall;

(e) The annual parade of nations by staff members in their national attire will take place at 4.30 p.m. in the General Assembly Hall;

(f) An international dance and comedy concert, featuring performances by Japanese Kabuki drummers and dancers, Bulgarian and Ukrainian dancers and Chinese, Irish and Italian comedians, will be held at 6.30 p.m. in the General Assembly Hall;

(g) A full jazz concert, featuring the Roy Hargrove Quintet, will be held in the Dag Hammarskjöld Library Auditorium at 6.30 p.m.

6. Admission to all the events above will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Entrance to all events by guests is through the Visitors' Entrance of the General Assembly Lobby.

Evening ball

7. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment. Dance music will be featured representing the Philippines, the Middle East, Africa, the Americas, the Caribbean, disc jockeys and an international cabaret-style floor show.

8. Admission tickets to the Staff Day Ball are $2 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 15 September 1995 outside the cafeterias in the Secretariat and DC-1 Buildings and UNICEF House. To accommodate those who work at night, tickets will also be available in the Secretariat Staff Lounge from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 12 to 14 September 1995. Guest tickets can be purchased at the same times and locations and are priced at $15.

9. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to midnight. Prices will be as follows: liquor, wine and beer: $3; juices and soft drinks: $1. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the first basement concourse of the General Assembly Building will be open until midnight. The Staff Cafeteria on the main floor of the Secretariat Building will remain open until 11 p.m.

Special security measures for entrance to the Staff Day Ball

10. Over the past few years, there has been a need to increase security precautions on the United Nations premises. Please bear in mind that such precautions are for the protection of the staff and their family and friends. Please adhere to the directions of the Security Officers while on the premises and remind family and friends of the need to follow their instructions.

11. The Staff Day Ball provides a unique opportunity for staff members both to show off the United Nations to their relatives and friends and to relax and enjoy the evening entertainment together. It is essential that guests be met and escorted onto the premises by the staff member. Staff members are reminded that they are responsible for the whereabouts of their guests during the evening Ball.

12. Staff members will be admitted to the Staff Day Ball upon presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. The following instructions for entrance of guests to the Staff Day Ball must be strictly adhered to:

(a) All guests must enter via the Visitors' Entrance on 46th Street and First Avenue. Guests who have a ticket will be permitted to wait on the plaza for a staff member to meet and escort them to the Staff Day Ball. Guests who do

not have a ticket will be asked to wait outside the gate until a staff member arrives to escort them;

(b) Once admitted, guests will proceed through the General Assembly Public Lobby and through the metal detectors upon entry.

Parking in the United Nations garage

13. Staff members will be permitted to park in the United Nations garage after 5.30 p.m. on a first-come, first-served basis. Those without parking medallions will be charged at the regular daily rate of $3.50 upon presentation of a grounds pass at the northern entrance at 48th Street and East River Drive. Staff in possession of parking medallions will be admitted without additional charge. No guests will be admitted to the garage. Guests should be dropped off at the Visitors' Entrance. After parking their cars, staff members should take the elevator up to the General Assembly Public Lobby and meet those guests who are not holding an admission ticket outside at the gate. Guests holding an admission ticket can be met on the visitors' plaza.

14. Vehicles may be subject to random search as part of routine security measures, which may cause slight delays. Please cooperate with the Security staff and keep in mind that these precautions are for your personal safety.

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ST/IC/1995/62
14 September 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR VICTIMS OF HURRICANE LUIS IN ANTIGUA AND BARBUDA

1. Hurricane Luis, the Caribbean's worst hurricane in several decades, has devastated the tiny islands of Antigua and Barbuda. According to reports, the storm ravaged the islands for 15 hours, leaving only destruction and disaster in its path as it vented its fury on the buildings and their inhabitants. Approximately 80 per cent of the twin islands was severely damaged, and thousands were left homeless and without essentials such as water, electricity and food. From initial estimates, the cost of immediate relief could run into millions of dollars.

2. With the approval of the Secretary-General, and the full support of the Staff Council, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee to appeal for funds to alleviate the suffering of the victims of this hurricane. Ms. Gladys E. Terry (Office of Programme Planning, Budget and Accounts), is Chairperson of the Committee, with Ms. Ursula Llewellyn (Division of Personnel, United Nations Development Programme) as Vice-Chairperson, Mr. Cuthbert Liburd (Security and Safety Services) as Secretary, Ms. Violet Alcendor-Spencer (Office of Human Resources Management) as Treasurer and Mr. Mohamed Oummih (Staff Committee) as a member.

3. Starting on 15 September 1995, contributions in cash will be collected by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

4. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Victims of Hurricane Luis in Antigua and Barbuda addressed to the Treasurer, Ms. Violet Alcendor-Spencer, room S-2410.

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